

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
Monday, November 9, 2015 at 10:00 a.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for November 9, 2015
4. Approval of the Minutes from July 23, 2015 and September 28, 2015
5. Matters of the Board
 - A. Naming of the School of Social Work – Action Item
6. Academic and Student Affairs
 - A. Academic Affairs Report – Dr. Teresita Aguilar
 - a. Honorary Degrees – Action Item
 - b. 2nd Bachelor’s Degree – Action Item
 - c. NMHU’s Strategic Plan 2020 Update
 - d. Other
 - B. Student Affairs Report – Dr. Fidel Trujillo
 - a. Clery Act & Title IX Policy Changes
 - b. Other
7. Finance and Administration – Mr. Max Baca
 - A. Finance and Administration Report – Mr. Max Baca
 - a. Trolley Building Update
 - b. 1st Quarterly Report – Action Item
 - c. Legal Services Contracts – Action Item
 - Cuddy & McCarthy
 - Sutin Thayer & Browne
 - d. Food Services Contract (A’viands) – Action Item
 - e. Disposal of Surplus Property – Action Item
 - f. Sole Source Procurements
 - g. Board of Regents and Labor Management Relations Board Stipends
 - h. Extended hours for Dining Hall, Purple Brew, and Einstein’s Bagel Update
 - i. Other
8. Faculty Senate Report – Dr. Brandon Kempner
9. Staff Advisory Senate Report – Ms. Kimberly Blea
10. ASNMHU Report – Mr. Joseph Dominguez
 - A. ASNMHU Resolution #1-Strategic Plan
11. Persons Wishing to Address the Board

12. President's Report – Dr. Sam Minner
 - A. Open Meetings Act Resolution – Action Item
 - B. Inclement Weather Policy – Action Item
 - C. Higher Learning Commission Visit
 - D. Facilities Department (Updates to the Campus Master Plan and Facilities Policies & Procedures Manual)
 - E. Best Colleges
 - F. Goals for 2015-2016
 - G. Foundation Report
 - H. Other
13. Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee; (2) bargaining strategy preliminary to collective bargaining; and (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)(7)&(8).
14. Collective Bargaining Agreement (Articles: 24, 12, 25, and Use of Professional Development Funds) – Action Item
15. Public Action as Necessary on Closed Session Discussions – Action Item
16. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
November 9, 2015**

The New Mexico Highlands University Board of Regents met on November 9, 2015 in the Margaret J. Kennedy Alumni Hall on the New Mexico Highlands University main campus in Las Vegas, New Mexico. Chairman Sanchez called the meeting to order at 10:00 a.m.

Attendance

Board Members Present: Ms. Ryan Andrews-Armijo, Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Ms. Sandra Turner, and Mr. Leveo V. Sanchez

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Andrew Israel; Interim Dean of the School of Social Work; Mr. Max Baca, Vice President for Finance & Administration; and Dr. Fidel Trujillo, Dean of Students

Others Present: Dr. Brandon Kempner, Faculty Senate Chair; Mr. Joseph Dominguez, ASNMHU President; Mr. John Kennedy, NMHU Legal Counsel/Cuddy & McCarthy Law; Ms. Carolina Martínez, Executive Administrative Assistant; and numerous individuals in the audience, including faculty, staff, students, community representatives, and media. The meeting was broadcast over the KEDP Radio Station.

Approval of the November 9, 2015 Meeting Agenda

Regent Marchi moved to approve the Board meeting agenda for November 9, 2015 with the following revision; moving item 7.A.c. after the executive session. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Approval of the Minutes from July 23, 2015 and September 28, 2015 April 23, 2015

Regent Turner moved to approve the minutes from July 23, 2015 and the minutes from April 23, 2015 with the following change; she was unable to participate in the April 23, 2015 meeting via conference call. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Matters of the Board

Naming of the School of Social Work – Action Item

Chairman Sanchez informed the Board that during this year's legislative session Senator Gerald Ortiz y Pino presented a resolution to name the NMHU School of Social Work after Mr. Facundo Valdez. Mr. Valdez who was instrumental in starting the School of Social Work Program at NMHU. Sen. Ortiz y Pino contacted Chairman Sanchez with the same request. Chairman Sanchez informed the Board that he had also received requests to add Dr. Alfredo Garcia's name to the School of Social Work Program as well. He conveyed that information to Sen. Ortiz y Pino. In Sen. Ortiz y Pino's response, he noted that Mr. Valdez was a founder of the program who is deceased. Several people in support of the naming of the of the School Social Work Program after Mr. Valdez were in the audience including: Mr. Samuel Valdez, nephew; Mrs. Dora Valdez, wife; Mr. Ralph Arellanes, President of the Hispano Roundtable and former

Chair of LULAC; Dr. Robert Mishler, NMHU retired faculty member; Rev. Antonio Medina; Ms. Rebecca Montoya, family friend; Dr. Tony Gallegos, faculty emeritus; and Dr. C. Leo Martinez, faculty emeritus.

President Minner reported that an email from the School of Social Work Curriculum Committee was received late Friday afternoon requesting that the Board postpone a decision until the social work faculty, staff, and emeritus faculty have had the opportunity to provide input on the matter.

Chairman Sanchez assured that all remarks would be considered by the Board.

Regent Turner moved to table the item (**Attachment A**) until the next Board meeting. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Turner, and Chairman Sanchez. Voting against was: Regent Marr-Montoya.

Academic and Student Affairs

Academic Affairs Report – Dr. Teresita Aguilar

Dr. Andrew Israel, Interim Dean of the School of Social Work presented the Academic Affairs items on behalf of Dr. Aguilar.

Honorary Degrees – Action Item

Dr. Israel reported that the procedures and guidelines for awarding honorary degrees was approved by the Faculty Senate and general faculty at their September 25th meeting.

Dr. Brandon Kempner informed the Board that awarding of Honorary Degrees is in the Faculty Handbook. Procedures and guidelines were not clearly outlined. This proposal will clarify and outline the Faculty Senate's, Administration's, and Board of Regents' role on awarding honorary degrees.

Regent Marchi moved to approve the Honorary Degrees item as presented (**Attachment B**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

2nd Bachelor's Degree – Action Item

Dr. Israel reported that the proposed policy requires students earning their second bachelor's degree complete a minimum for 32 additional credit hours upon completion of their first degree. Students will need to meet all requirements for the second degree; upper division coursework from the first degree may not be used for completion of the second degree; and students will be advised of financial aid implications.

Dr. Israel called on Mr. Michael Raine, NMHU Registrar, who reported that there are currently 35 students pursuing a second bachelor's degree, most of which are enrolled in the nursing program.

Dr. Kempner reported that the Faculty Senate approved the 2nd Bachelor's Degree.

Regent Turner moved to accept the 2nd Bachelor's Degree as presented (**Attachment C**). Regent Armijo-Andrews seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

NMHU Strategic Plan 2020 Update

Dr. Israel informed the Board that the proposed 2020 Strategic Plan was approved by the Faculty Senate, Staff Advisory Senate, and the Student Senate.

During their recent campus visit, the Higher Learning Commission urged the university to move forward to finalize the strategic plan.

Dr. Kempner stated that the faculty felt that there had not been enough campus discussion regarding the strategic plan. Faculty feel that an open forum for faculty, staff, and community members to discuss the proposed strategic plan and vision statement should be held.

Mr. Joseph Dominguez reported that the ASNMHU provided input and passed a resolution on the strategic plan. The ASNMHU endorsed the core values and mission statement as presented.

President Minner noted that it is imperative that the university finalize the strategic plan this academic year. The HLC team conveyed their concern that the strategic plan was in still in draft form.

Other

The White House Initiative on Educational Excellence for Hispanics selected the NMHU ARMAS program as one of 230 national "Bright Spots in Hispanic Education".

SARA, the state's reciprocity agreement was approved on October 5, 2015. The agreement allows NMHU to offer online programs to students in other states without having to pay excessive fees.

Both the School of Education and the School of Business, Media and Technology plan to hire new deans by January 4, 2016.

The School of Social Work has formed a search committee and plan to hire a new dean by July 16, 2016.

Searches for full-time tenure-track faculty in the following departments: psychology, criminal justice, biology, forestry, nursing, counseling, exercise science, Spanish, education, political science, geology, art, and music are underway.

The seven-member Learning Communities team have developed a two-year plan to aid in the student retention effort.

Dr. Rebecca Moore is serving as Director of the Indigenous Knowledge Center in the School of Social Work. The center will direct efforts in curriculum development, articulation agreements and special programs serving Native American students.

Student Affairs Report – Dr. Fidel Trujillo

Clery Act and Title IX Policy Changes (Attachment D)

Dr. Trujillo informed the Board that policy revision to the Title IX, Clery Act are currently being reviewed by legal counsel. The policy will be brought before the Board for consideration at a later date.

Some items in the Student Code of Conduct will need to be revised so they are consistent with the Clery Act & Title IX Policy.

Dr. Trujillo provided a written report (**Attachment E**). He provided further information the Board of the following:

- The Career Services Office, under the direction of Mr. Ron Garcia, it's most successful career fair to date. Approximately 636 students attended the career and internship fair. Also in attendance were 32 employers who were actively recruiting students for positions in from private corporations and federal agencies.
- The HU/LCC College Night was also well attended; 317 high school students from our services area attended the college night with their parents.
- The Recruitment Office with the Student Ambassadors have provided over 500 campus tours this semester.
- Margaret Gonzales, Director of the Office of Campus Life and Conferences, will implement a Student Transportation Initiative on November 9, 2015. A university van will pick up students at the Student Union Building on Mondays, Tuesdays, and Fridays and drop them off at local stores, golf course, and train depot (Fridays only) every hour on the hour at no cost. Students must present their student IDs.

Regent Turner requested that the university research the Las Vegas Safe Ride Program and inform student of the program's benefits.

- NMHU renewed the MOU with UNM-Taos Veterans Upward Bound TRiO Program.

Finance & Administration – Mr. Max Baca

Trolley Building Update

Mr. Baca called on Ms. Sylvia Baca, Director of Facilities, and Mr. Clay Simmons, Trolley Building Project Manager/Progressive Construction Management (PCM), to provide an update on the Trolley Building Construction Project. A PowerPoint presentation was provided (**Attachment F**). Although the contractors started the project four weeks late, they are making progress and the budget is on point.

1st Quarterly Budget Report – Action Item

Mr. Baca presented the 1st Quarterly Financial Report (**Attachment G**) ending September 2015. The report is a requirement of the New Mexico Higher education Department.

Regent Marchi moved to approve the 1st Quarterly Financial Budget Report as presented. Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Food Services Contract (A'viands) – Action Item

Mr. Baca reported that the four-year food services contract with A'viands expires December 20, 2015. The university may renew the contract for (4) additional one-year periods.

President Minner reported that he and Mrs. Minner have hosted several student dinners at their home. One consistent topic of conversation is the food service. The most common student concerns are the lack of variety and lack of healthy food options. He and Mrs. Minner dine in the facility weekly.

He and Max met with A'viands personnel to address the student's concerns. A'viands personnel have been receptive of the comments and are working to address them.

Regent Andrews-Armijo informed the Board that the students appreciate the longer hours at the Purple Brew Coffee Shop and Einstein's Bagels. The extended hours at the dining hall have not been as successful. She called on Mr. John Ramon Vigil, ASNMHU President Pro-Tempe to provide information on the student survey ASNMHU will be conducting in conjunction with the food service.

Mr. Vigil informed the Board that the ASNMHU Food Services Committee is working with Ms. Kristy Romero, Director of A'viands, regarding additional food options. The committee will also be working to name for the dining hall. Other student concerns are: students have to pay cash or use their flex dollars, which come out of their student account when making purchases and are not allowed to use their cards swipes during the extended hours; students are not allowed to eat in the dining hall during the extended hour time frame, they must get a to-go box and eat their meal elsewhere.

Regent Marr-Montoya moved to table the Food Services Contract with A'viands Action Item. Regent Andrews-Armijo seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Disposal of Surplus Property – Action Item

Mr. Baca requested Board approval of disposal of obsolete and items damaged beyond repair (**Attachment H**).

Regent Turner moved to approve the Disposal of Surplus Property as presented. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Sole Source Procurements

Mr. Baca informed the Board that the sole source contracts (**Attachments I**) are for IT Services licensing contracts, subscriptions, and maintenance agreements.

Board of Regents and Labor Management Relations Board Stipends

Mr. Baca reported that the Internal Revenue Services conducted an audit of the university's reporting of earnings for employees who received a W-2 and 1099. Their areas of concern were: our quarterly reporting of Form 941; issuance of W-2's, and 1099 (they should not be issued unless the employee had a viable business); and employee reimbursements from accounts payable. The IRS representative informed that NMHU Board of Regents and NMHU Labor Management Relations Board members must complete a W-4 and pay all associated taxes; they will no longer be issued a 1099 Form as they are considered university employees.

Extended Hours for the Dining Hall, Purple Brew, and Einstein's Bagels Update

As reported by Mr. Baca, the extended hours at the Purple Brew Coffee Shop and Einstein's Bagels are going well. He has noted the student concerns regarding and will work with the food service director to remedy their concerns.

Finance and Administration Report

Mr. Baca highlighted the following items from his written report (**Attachment J**):

- Mr. Donato Sena, Chief of Campus Police, reached out to the State Police, City Police, and San Miguel Sheriff's Office to establish an alliance to better serve all jurisdictions.
- The Purchasing Department has been busy working on several RFPs.
- The IT Department is working to improve wireless access in the residence halls.
- Mr. Justin Aragon had done a remarkable job managing the NMHU Golf Course since being hired in April. Golf course revenues are up 72% from last year.
- The Human Resources Office is working on 23 searches.

Executive Session – (1) limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation of, or the investigation or consideration of complaints or charges against an employee; (2) bargaining strategy preliminary to collective bargaining; (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)(7)&(8). Regent Marchi moved to enter into executive session for the sole purpose of discussing the items listed. Regent Marr-Montoya seconded. A roll call was taken; voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:39 p.m.

Regent Marchi moved to return to open session. Regent Turner seconded. Regent Marchi stated for the record that only those items specified under the executive session were discussed and no action was taken by the Board. Regents present confirmed. A roll call was taken and voting in favor of returning to open session were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-

Montoya, Regent Turner, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 4:42 p.m.

Faculty Senate Report – Dr. Brandon Kempner

Dr. Kempner informed the Board that President Minner established the “Big Ideas” reading group they will have their discussion and a questions & answer session with one of the authors this evening at the university residence.

The completed draft of the advising manual is under review by the all appropriate offices to ensure the information is accurate.

President Minner informed the Board that in an effort to improve communication between the administration and faculty, Dr. Kempner is now meeting with the executive management team on a weekly basis. Dr. Kempner noted that President Minner sends weekly email updates to all faculty and staff, another of his efforts to establish better lines of communication between the faculty/staff and administration. He added that the faculty are appreciative of his efforts.

The Board approved Plagiarism Policy is being implemented this semester.

Staff Advisory Senate Report – Ms. Kimberly Blea

Ms. Blea provided a written Staff Advisory Senate Report (**Attachment K**) for inclusion in the Board meeting materials.

ASNMHU Report – Mr. Joseph Dominguez

Mr. Dominguez provided a written report for the Board meeting (**Attachment L**).

Person’s Wishing to Address the Board

No one came forward.

President’s Report – Dr. Sam Minner

President Minner stated that it is a great pleasure being at Highlands. Highlands is a great institution.

Open Meetings Act Resolution – Action Item

President Minner stated that the resolution requires Board approval yearly.

Regent Turner moved to approve the Open Meetings Act Resolution as presented (**Attachment M**). Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Inclement Weather Policy – Action Item

President Minner informed the Board that some minor policy changes were made in regards to closures based on the amount of snowfall. Procedures for closures at the centers were also updated.

Regent Marr-Montoya moved to approve the Inclement Weather Policy as presented (**Attachment N**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Higher Learning Commission Visit

- The HLC is our regional accreditor. A HLC accreditation team was on campus a few weeks ago evaluating several institutional policies and procedures. Our institutional accreditation visit is scheduled for 2019.
- Highlands some of the recommendations HU received are; completion the strategic plan and establishing an evaluation of process for contingent/part-time faculty.
- He instructed the Provost to start working on the recommendations immediately rather than waiting for the formal report to be received. She is moving forward on the recommendations.

Facilities Department (Updates to the Campus Master Plan and Facilities Policies & Procedures Manual)

President Minner called on Ms. Sylvia Baca to report.

Ms. Baca reported the following:

Campus Master Plan

- The architectural firm hired to complete the 2010 plan will return to complete a new plan for 2016-2020.
- The campus master plan will align with the Strategic Plan
- An assessment of existing campus facilities will be done to determine space utilization
- Updates to the existing physical campus will be made
- The pedestrian schematic will be updated

Facilities Policies & Procedures Manual

- The manual is outdated. Revisions to the following sections will be made: key/lock, motor pool; building access to conform to the Clery Act.
- Upon completion, the manual will be brought before the Board for approval.

Best Colleges

President Minner noted that one of his goals is to improve the campus climate. He will initiate a Campus Climate Committee comprised of faculty, staff, and students in an effort to achieve national recognition via the Chronicle of Higher Education. To have Highlands list as one of best college campuses to work on would be great for the university. The committee will work towards reaching the goal next year (the deadline for this year has passed). He is confident Highlands can achieve the goal by working together.

Goals for 2015-2016

President Minner communicated that upon his appointment, the Board established goals for him.

The first goal is improve outreach to community, faculty, staff, and students.

- He is an active MainStreet de Las Vegas Board member. MainStreet de Las Vegas secured a \$50K grant for signage and renderings of space near the train depot
- Dr. Kempner attends the executive team meeting improving communication with faculty
- He attend Faculty Senate meetings when his calendar allows

- He holds monthly Faculty & Staff forums where he takes questions, there is no agenda, meetings are held in the SUB-Ballroom
- He and his wife have hosted several students dinner to hear their goals and concerns
- He is working with a student seeking admittance into dental school, one who is seeking entrance into medical school, and another who wants to open business in Las Vegas
- He had appeared before the staff in an open forum

Recruitment and Retentions

- He will soon unveil his strategic enrollment management plan which includes improving recruitment and retention

Student Centric Events and Programs on Campus

- He worked with the Homecoming Committee to add additional student activities during homecoming such as a dance, bonfire, and other activities directed towards students
- He and Mrs. Minner attended the Homecoming Dance
- He and Mrs. Minner attend as many HU sports events as possible
- He is working with Dr. Trujillo to include more student centric events on campus

Evaluation of the Senior Management Team

- All executive team meetings begin with a brief reading and discussion of leadership management issues
- Individual standing meetings with team members are also held weekly
- He has asked the executive team members for a list of their annual goals

Foundation Report

- President Minner reported that Mr. William Wootton's contract ended August 31st. President Minner has temporarily assumed the responsibility of Foundation Director
- Weekly meetings with the office staff are held
- He has met with 6 potential donors off campus and several existing donors on campus
- A director of annual funds position will be added to the department staff
- Ms. Juli Salman was appointed Interim Coordinator for Alumni Affairs
- Advertisements for an office receptionist and a part-time accountant are posted

Other

A slideshow of Highlands' events was presented. Photos were provided by the University Relations staff.

Legal Services Contracts – Action Item

- Cuddy & McCarthy
- Sutin Thayer & Browne

Regent Marr-Montoya moved to table the Legal Services Contracts Action Item until the Board's next meeting. Regent Andrews-Armijo seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Collective Bargaining Agreement (Articles: 24, 12, 25, and the Use of Professional Development Funds) – Action Item

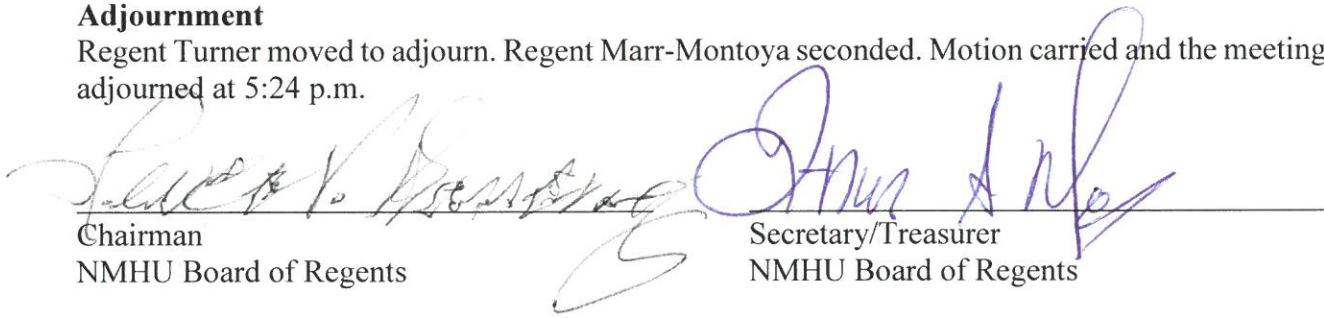
Regent Turner moved to accept the Collective Bargaining Agreement (Articles: 24, 12, 25, and the Use of Professional Development Funds) as presented (**Attachment O**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Public Action as Necessary on Closed Session Discussions – Action Item

No action was taken.

Adjournment

Regent Turner moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 5:24 p.m.



Chairman
NMHU Board of Regents

Secretary/Treasurer
NMHU Board of Regents